

## **POLICE RECRUIT APPLICATION AND SELECTION PROCESS LOUISVILLE METRO POLICE MERIT BOARD**

The application and selection process includes many steps designed to fully examine the applicant's abilities and interest in law enforcement. The following information is provided so that you may know exactly what is expected of an applicant.

The recruitment, application, examination and selection process involves the efforts of the Louisville Metro Police Department, the Louisville Metro Police Merit Board and the Human Resources Department of Louisville/Jefferson County Metro Government. The Merit Board is a civilian body created by state law, separate from the Police Department, which conducts the application and examination process (and other employment matters) in such a way that each candidate's merit for selection is fully evaluated. Most (if not all) of your contact will be with the Merit Board's staff, not with the Merit Board members themselves.

### **MINIMUM REQUIREMENTS FOR POLICE RECRUIT**

High school graduation or equivalent **and** one of the following:

- 1) completion of 60 semester hours of college from an accredited college or university **or**
- 2) completion of active military tour of duty with an honorable discharge or a discharge under honorable conditions or currently assigned to a reserve or a National Guard unit for a period of not less than four years **or**
- 3) employment as a full time sworn Police Officer in the United States within the last twelve months with a minimum of one continuous year sworn Police Officer experience.

### **SPECIAL REQUIREMENTS**

Must be eligible for certification as a State Peace officer.

Must be a U.S. Citizen.

Must be 21 years of age or over.

Must not have been convicted of a felony or have any criminal action pending against them.

Misdemeanor convictions will be considered on an individual basis.

Must not have an accumulation of nine or more points for traffic violations.

Must possess a valid driver's license.

Must pass a pre-employment medical examination.

Must not be a current user of illegal drugs.

Must not have bought, sold or possessed marijuana within three years prior to time of application; or bought, sold or possessed any controlled substance or narcotic drug without a prescription within six years prior to time of application.

Must pass a test for drug detection.

Must take a pre-employment written and oral psychological evaluation.

Must take a pre-employment polygraph examination.

Must pass a pre-employment physical agility test.

Must not be prohibited by federal or state law from possessing a firearm.

Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.

Must not have had certification as a peace officer permanently revoked in another state.

Must work a varied work schedule.

Must not within a period of two years hired himself (herself) out, performed any service, or received any compensation from any private source for acting as a privately paid detective, policeman, guard, peace officer or otherwise as an active participant in any labor dispute, or conducted the business of a private

detective agency or of any agency supplying private detectives, private policeman, or private guards, or advertised or solicited any such business in connection with any labor dispute.  
Must be vaccinated for hepatitis B, have provided evidence of immunity, or have signed a declination form within ten days of initial assignment.  
Must wear protective and/or safety equipment as mandated by OSHA.

**All applicants for the position must meet the above stated minimums. Those who do not meet the minimums will be disqualified from the process.**

### **APPLICATION REQUIREMENTS**

You must meet the minimum qualifications as outlined above before you can be scheduled for testing. Candidates must bring the following documentation to the test site or submit the following documents by mail or fax to:

**Louisville Metro Police Merit Board  
517 Court Place, Suite 501  
Louisville KY 40202  
Fax: (502) 574-1041**

- **Signed authorization for Police Criminal History and Record Checks**  
(form available at [www.louisvilleky.gov](http://www.louisvilleky.gov))
- **Verification of education-** If you are qualifying using college credit, an unofficial transcript may be provided at the time of application. However, an official college transcript must be provided when scheduled for the background interview.
- **Verification of High School Education** must be provided even if you are providing a college transcript.
- **Verification of birth date**
- **Copy of Driver's license**
- **DD214 if former military**
- **Military ID Card showing enlistment date and current rank** if current military, current reserve, or National Guard Unit.

### **❑ ACCEPTABLE FORMS OF VERIFICATION**

Any of the following may be used to verify your education, date of birth and driver's license.

#### **➤ EDUCATION**

The Kentucky Law Enforcement Council requires that prospective Police Recruit employees verify high school education or G.E.D. using **copies of one of the following** documents:

- ✓ High School Diploma (Pocket Diplomas and college transcripts and/or diplomas are **NOT** acceptable to verify high school education)
- ✓ High School Transcript (must be signed & dated; must specify date graduated and rank in class)
- ✓ Letter from Board of Education verifying high school education
- ✓ GED certificate from an approved State Department of Education with a *certificate number affixed to the certificate if applicable in your state.*

One of the ways candidates can qualify for the position is to have 60 semester hours of college credit. If you are qualifying based on College credit, you **must** provide the following:

- ✓ Official College transcript with the registrar's signature and raised seal, showing the courses taken, number of credit hours per course, and grade in course must be provided if you are qualifying based on education credits.

➤ **BIRTH DATE**

A **copy** of one of the following documents is necessary to verify your age:

- ✓ Birth Certificate
- ✓ Passport
- ✓ Notification of Birth Registration

Please note: if you are hired, you must submit a certified birth certificate to Louisville Metro Police Department. Information on how to obtain certified birth certificates is available upon request.

**You must be 21 years of age at the time you submit a resume.**

➤ **VALID DRIVER'S LICENSE**

You must have a valid driver's license at the time of testing.

- **DD214** - If former Military or if qualifying based on military experience, you must submit a copy of your DD214 which includes dates of service and any disciplinary action taken against you.
- **Military ID Card**– If current military, reserve or National Guard, you must submit your Military ID Card which shows your current rank and enlistment date.

**SELECTION PROCESS**

- **REVIEW OF MINIMUM QUALIFICATIONS**- Based on information in the on-line resume, the Human Resources Staff will review the resume to ensure that the candidate meets the minimum qualifications.
- **DISTRIBUTION OF PHYSICAL AGILITY STANDARDS AND PREPARATION MANUAL**
  - It is to your benefit to start training and enhance your physical skills.
  - An abbreviated explanation of the physical agility standards is included with this packet. Begin training immediately by running and weight lifting.
  - Candidates can download a detailed version of the KLEC physical fitness testing standards from [www.louisvilleky.gov](http://www.louisvilleky.gov) website.
- **ORAL EXAMINATION / COMPLETION OF PERSONAL HISTORY QUESTIONNAIRE (PHQ)**
  - Candidates who are selected based on a review of their resume will be scheduled by e-mail for the oral exam.
  - Candidates scheduled for the oral will be required to bring the documentation as listed above.
  - The oral exam consists of being presented with situations similar to what a police officer may encounter while on duty. Candidates are asked to respond to the situations orally and are rated by a panel.
  - All candidates who complete the oral will be required to complete the Personal History Questionnaire, which deals with topics such as education, work and military experience, legal history and lifestyle. This is to be completed and turned in at the oral test site.
  - Police Recruit candidates receiving a passing score on the oral exam will be placed on the eligibility list.

❑ **ELIGIBILITY LIST CERTIFICATION**

- Candidates who have passed the oral examination and submitted all their documents will be placed on the Police Recruit Eligibility List.
- Candidates' scores on the oral test will determine their place on the eligibility list.
- Candidates will receive an e-mail providing their score information.
- All candidates on the list will be referred to the Louisville Metro Police Department for further evaluation.

❑ **EVALUATION OF READING AND WRITING ABILITY BY JEFFERSON COUNTY PUBLIC SCHOOLS**

- Applicants selected to continue in the process will be scheduled by the Louisville Metro Police Department to take an exam given by JCPS. An 11<sup>th</sup> grade equivalency is required to pass.
- At the exam site, applicants will be asked to give a writing sample. A score of 3 on this sample is required. A score of 4 is preferred.
- If a passing score is not obtained, applicants have the opportunity to upgrade skills using the Adult Basic Education Classes offered through JCPC at no cost to the applicant. See enclosed information sheet.

❑ **PHYSICAL AGILITY TEST**

- Applicants who successfully complete all stages to this point in the selection process will be scheduled to take a Physical Agility Test according to standards established by the Kentucky Law Enforcement Council, effective December 1, 1998.
- Candidates scheduled for the Physical Agility Test will be given a list of documents required by the Louisville Metro Police Department to be brought to the Physical Agility Test.

❑ **CHIEF'S STAFF INTERVIEW**

- An interview is conducted by a panel appointed by the Chief to determine the suitability of applicants for employment as a police officer.

- ❑ **CREDIT REPORT-** Credit reports are to be submitted at the interview for the background investigation. The LMPD recruitment unit will review each candidate's credit history. Based on a set of standardized criteria, candidates' credit history will be combined with other factors to determine if they will continue in the process.

❑ **BACKGROUND INVESTIGATION**

- A subgroup consisting of the most qualified candidates will be selected for a background investigation. The following factors are some of the criteria reviewed during the background investigation:
  - Test Scores
  - Education above the minimum requirement, especially if it is related to law enforcement
  - Job Experience
  - Military Experience
  - Financial and Credit History
  - Ability to speak other languages
  - Community Service
  - Other relevant factors
- The investigation includes verification of information provided on your employment application, obtaining and reviewing references from previous employers, interviews with some of your neighbors, a credit check, and investigation of your driving, military and police records. Your

fingerprints are used for the extensive national check of your police record performed as part of the background investigation.

❑ **CONDITIONAL OFFER OF EMPLOYMENT/ PRE-POLYGRAPH BOOKLET**

- Candidates will be given a pre-polygraph questionnaire to complete prior to taking the polygraph.
- Candidates will also be given a conditional offer of employment by the Police Department. This offer of employment is conditional upon completing more steps and meeting established standards for a position.

❑ **MEDICAL EXAMINATION**

- The Family Health Center-Portland provides a complete medical examination for Police Recruit candidates. The following information is made available in order to orient the candidates regarding what type of examination he or she will be having. The medical examination will consist of a self administered medical data history, vision test, hearing test, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, hemocult test (optional) and other procedures including blood and urine tests, CBC chemcyme plus test, chest x-ray, drug screening, and physical examination.
- Corrected vision should be at least 20/30 for both eyes together. Due to likelihood of dislodgement or breakage, candidates who are able to wear glasses must meet an uncorrected standard of 20/100 for both eyes together.
- Color vision, depth perception, peripheral vision, night blindness, and vision with contact lenses are also evaluated.

❑ **PSYCHOLOGICAL EVALUATION**

- Candidates who advance further will receive a psychological evaluation consisting of two parts. During the first part, candidates complete self-administered written tests. During the second part, a licensed psychologist will conduct interviews with the candidates based on the results of the written tests. The purpose of the psychological evaluation is to determine those candidates who are **best suited** to handle the stress of an extremely demanding career.

❑ **POLYGRAPH / IDENTIFICATION AND FINGERPRINTING**

- Questions posed during the examination will include any arrests, convictions, employment history and alleged false information provided on the employment application. Specific questions will be reviewed immediately prior to the examination.
- Candidates will be sent to Metro Corrections at 6<sup>th</sup> & Liberty for identification and fingerprinting immediately after the polygraph.

## **APPOINTMENT**

❑ **TRAINING FOR POLICE RECRUITS**

- The Louisville Metro Police Training Academy conducts basic law enforcement training for new recruits of the department. The academy provides over 1,000 hours of instruction over a minimum of 25-weeks. Those selected for hire are paid while attending the academy. The academy is located in Louisville, KY. Recruits do **not** live at the training facility. Designed for recruit level officers, the curriculum is segmented into various training areas: *law offenses and procedures, patrol operations, traffic stops, investigative procedures, accident investigation, vehicle operations, self-defense, firearms (handgun and shotgun), physical fitness, practical performance exercises, LINK/NCIC, and First Aid/CPR.*

## ❑ **FIELD TRAINING FOR POLICE RECRUITS**

- Upon successful completion of the Louisville Metro Police Training Academy, the probationary officer will be assigned to the Field Training Officer program. This program provides a measure of the field performance of probationary officers and is used in the final decision regarding the retention or termination of employment.
- The probationary officer will ride with three different Field Training Officers for a period of eight (8) weeks each for a total of twenty-four (24) weeks. The probationary officer may be assigned to different districts and work shifts. During that time the probationary officer will be evaluated on at least thirty-two (32) different criteria such as appearance, attitude, knowledge of policies, laws, and vehicle codes, performance such as driving skills, report writing, field performance, and communication skills, and relationships such as with peers, supervisors, and the community. Following that time period, and upon the recommendation of the FTOs, the probationary officer may ride solo for a period of twenty-eight (28) weeks. At the end of those fifty-two (52) weeks, the final decision regarding retention or termination of employment will be made.

### **NOTE FROM THE STAFF:**

The foregoing information is not exhaustive but should provide information on the processes involved in becoming a Louisville Metro Police Officer. The information is not intended to discourage, but rather inform. It requires serious commitment to a law enforcement career to endure the long process.

We really appreciate your patience and thank you for your interest in becoming an LMPD officer. We will try to keep you updated during the process. Anytime you have a question, feel free to e-mail [jordan.mudd@louisvilleky.gov](mailto:jordan.mudd@louisvilleky.gov).

### **RESIDENCY REQUIREMENT**

None.

### **RESCHEDULING**

Due to the expected applicant volume, we **cannot** make examination schedules for your convenience. Rescheduling requests are **limited** and must be made *prior* to the examination.

### **ADDRESS/CONTACT INFORMATION**

If your name, address and/or phone number changes after you have submitted your application or if for any reason you no longer wish to be considered, we ask that you notify us in writing at Louisville Metro Human Resources, 517 Court Place, Louisville KY 40202; e-mail [dian.cravan@louisvilleky.gov](mailto:dian.cravan@louisvilleky.gov); or fax (502) 574-1041. It is extremely important that you provide us with any phone, address or name change, immediately.

On-line applicants should follow these instructions to update information in their application:

- 1) Log on to [www.mycareernetwork.com](http://www.mycareernetwork.com)
- 2) Enter your email address and password. If you do not remember your password, it can be emailed to you.
- 3) On the bottom left-hand side of the screen is a list of categories that can be used to change information. To update your resume, click on “My Professional Profile” and upload your new resume.

## PHYSICAL ABILITY TEST REQUIREMENTS

TEST	PRE-SELECTION	ENTRY LEVEL	EXIT LEVEL*
1 Repetition Maximum Bench Press	64% of body wgt.	64% of body wgt.	73% of body wgt.
1 Minute Sit Up	18	18	18
300 Meter Run	65 seconds	65 seconds	65 seconds
Maximum Push Up	20	20	25
1.5 Mile Run	17:12	17:12	16:15

\*Needed to graduate from the Academy.

These are five (5) physical fitness tests that will be given in three and one half (3 1/2) hours.

1. One Repetition Maximum Bench Press  
*Feet flat on floor*  
*Hips and back maintain contact with bench*  
*Full arm extension*  
*Lift starts in the down position*  
The score is the maximum number of pounds lifted in one repetition.
2. One Minute Sit-up  
*Knees bent 90 degrees*  
*Feet flat on floor; feet being held*  
*Back flat on floor (start position)*  
*Hands overlapped behind head*  
*Elbows to top of knee (up position)*  
*Top of shoulder blade touch floor (down position)*  
*Rest in up position*
3. 300 Meter Run  
*Run course as rapidly as possible*  
Score is the time taken to complete the course.
4. Maximum Push Up  
*Legs, hips, torso must stay in the same place*  
*Hands shoulder width apart*  
*Feet no more than six inches (6") apart*  
*Lower chest to touch three inch (3") sponge*  
*Return to full arm extension*  
*Rest only in the up position*  
Score is number of correct push ups completed.
5. 1.5 Mile Run  
*Run/walk 1.5 miles as rapidly as possible*  
Score is the time taken to complete the course.

## SALARY & BENEFITS

Louisville/Jefferson County Metro Police Officer & Police Officer –Lateral Entry

<p><b>SALARY FOR RECRUITS/LATERALS WHILE IN TRAINING:</b> \$27,669.93</p> <p><b>SALARY FOR OFFICERS AFTER TRAINING: \$30,596.80</b></p>	<p><b>SALARY FOR LATERALS AFTER TRAINING:</b> 1 year of experience - \$33,800 plus state incentive** of \$3100, plus uniform and equipment allowances***.</p> <p>2-3 years - \$39,478.40 plus \$3100 state incentive** plus uniform and equipment allowances***</p>	<p><b>PENSION/RETIREMENT</b> Employees are eligible for retirement after 20 years of sworn service.</p> <p><b>LIFE INSURANCE</b> Employee and dependent life insurance for spouse and children are available.</p> <p>Plans vary as to cost.</p>
<p><b>SALARY PROGRESSION</b> The Fraternal Order of Police, through its collective bargaining agreement with the Louisville/Jefferson County Metro Government, negotiates salary progression.</p>	<p><b>PAID LEAVE (per year)</b> Vacation Days Holidays Personal Leave Days Sick Days Employee members of the National Guard and Reserve Units are eligible for two weeks pay for required annual military leave.</p>	<p><b>PRE-TAX PREMIUMS</b> Premium conversion allows employees to pay for benefits with pre-tax dollars therefore reducing taxes and increasing the amount of take home pay. Eligible benefits include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health Insurance</li> <li><input type="checkbox"/> Dental, Cancer or Intensive Care Ins.</li> <li><input type="checkbox"/> Dependent Care</li> <li><input type="checkbox"/> Medical Reimbursement</li> <li><input type="checkbox"/> Transportation Reimbursement</li> <li><input type="checkbox"/> Vision Care</li> </ul>
<p><b>WORKERS' COMPENSATION</b> Medical bills are paid and disability payments are made in accordance with the Commonwealth of Kentucky Workers' Compensation Laws.</p>	<p><b>HEALTH CARE BENEFITS</b> Several health care plans are available for employees and family members. Plan availability &amp; cost sharing subject to annual change.</p>	<p><b>DEFERRED COMPENSATION</b> This Plan allows the employee to contribute pre-tax dollars up to an additional retirement plan.</p>
<p><b>DEPARTMENT VEHICLE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Available at the discretion of the Chief.</li> </ul>	<p><b>CREDIT UNION</b> Savings, checking, loans and many other financial services are available to members.</p>	<p><b>TUITION REIMBURSEMENT</b> is available for tuition, class fees and books.</p>

\*Salaries are as of October 2004. Changes may occur depending on contract negotiated.

\* \*\*State provides incentive pay to officers who complete annual training

\*\*\*negotiable allowances



# **Are you ready to become ★ a police officer? ★**

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